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SECURITY INFORMATION

16 November 1951

MEMORANDUM FOR: All Assistant Directors and Office Heads

FROM : Chairman, Working Group on Extension Training of  
Career Service Committee

SUBJECT : CIA Requirements for Extension Training under the  
Career Service Program

1. Attached is a tentative list, prepared by the Working Group on Extension Training of the Career Service Committee, of CIA requirements for extension training under the Career Service Program. The Working Group has assumed, for the purposes of preparing this list, that extra training slots will be provided or workload will be such as to permit absence for full or part-time training of a reasonable percentage of personnel. Each Office is requested to examine this list to see if it covers its probable needs for all extension training necessary to:

a. Enable professional personnel in the Office to better perform the duties of their present position; and

b. Further develop those individuals who have shown possibilities for positions of greater responsibility within the Office.

c. Provide more advanced training the Office may think necessary in the interest of the Agency as a whole.

2. The best facilities to use for each specific type of training will be determined at a later date.

3. It is requested that one copy of this list with suggested additions and any comment the Offices wish to make be returned to [REDACTED] Room 2071, M Building, by \_\_\_\_\_.

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Working Group Chairman